Looking at the Google Docs Suite – this week… Spreadsheet!

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"Tech Tools with Tine" Webinar Series Presents:

Spreadsheet

Part of Google Docs

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What is Google Docs?
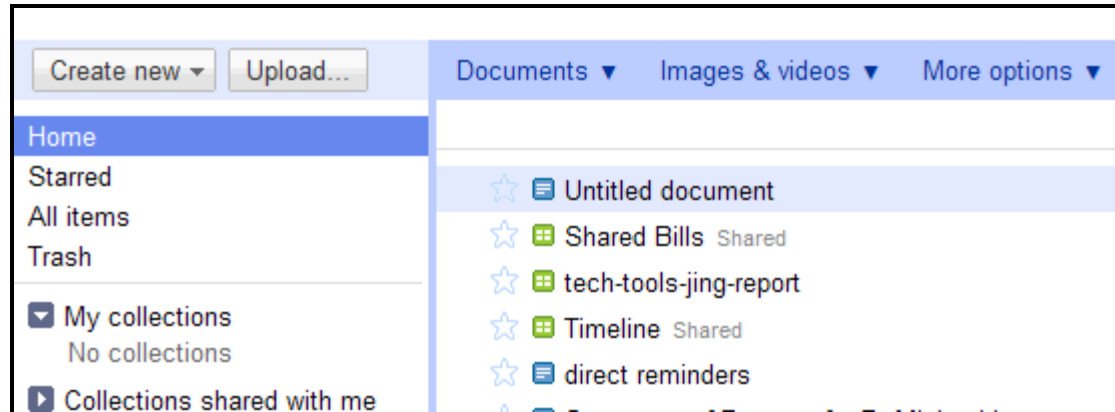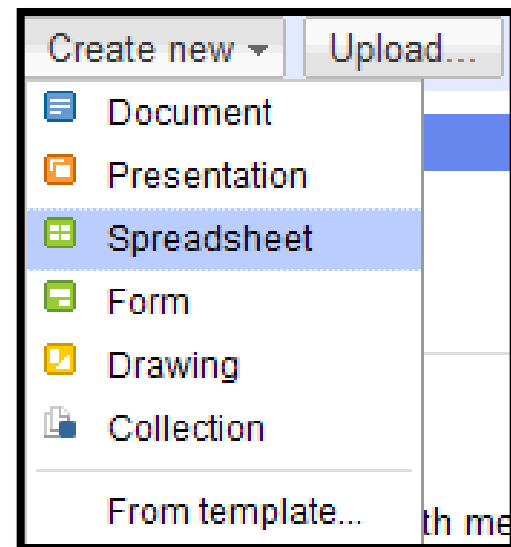

A set of office productivity applications
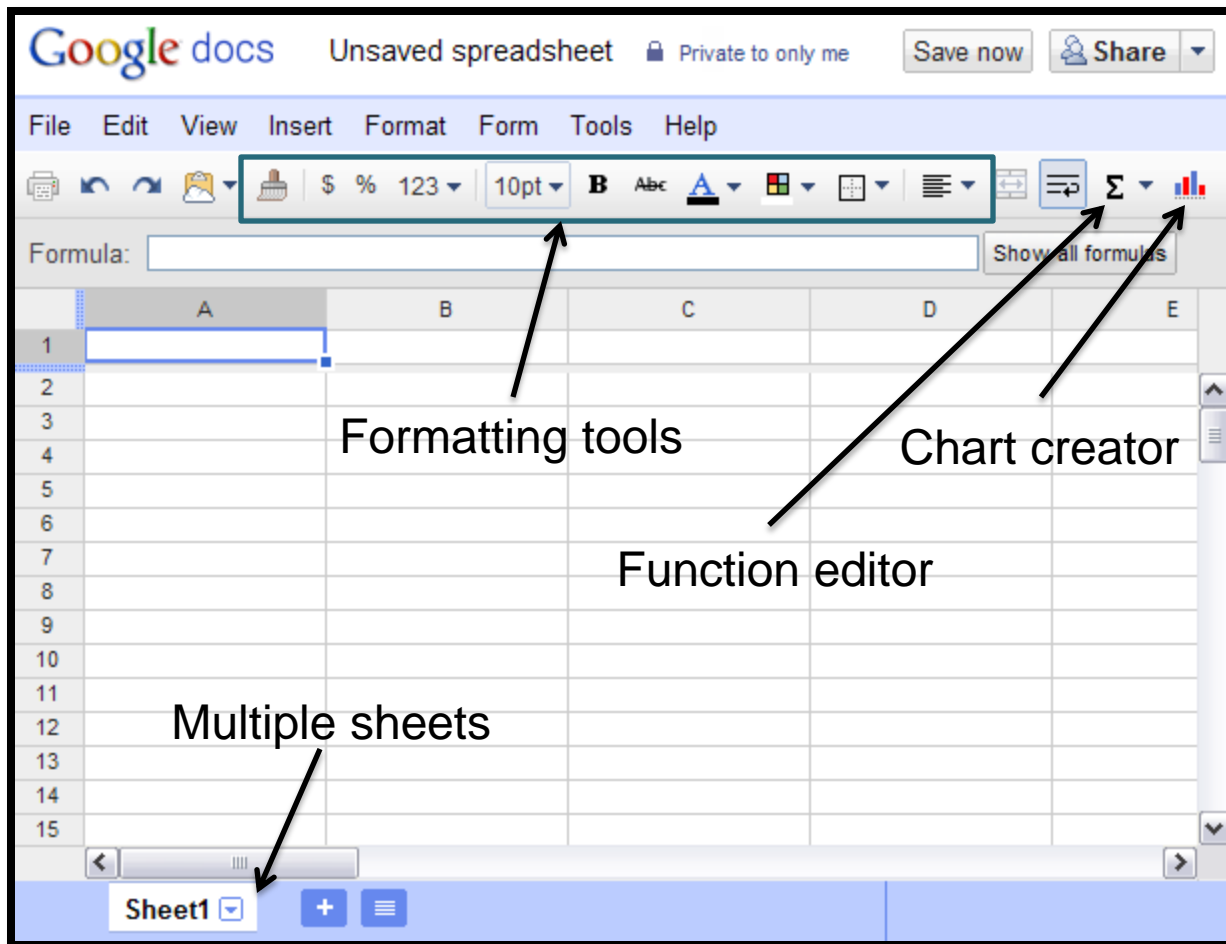
Work from anywhere

Share with anyone

And then, what is Spreadsheet?

- Spreadsheet is a software that provides math functions and charting/graphing ability.

- File is stored online – available from anywhere!
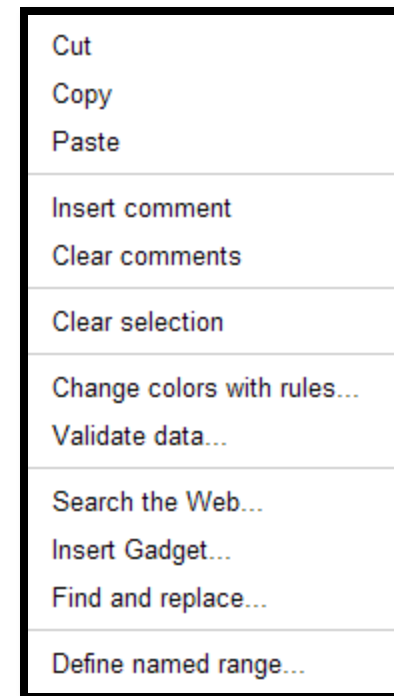
- Updates are live for all authorized users
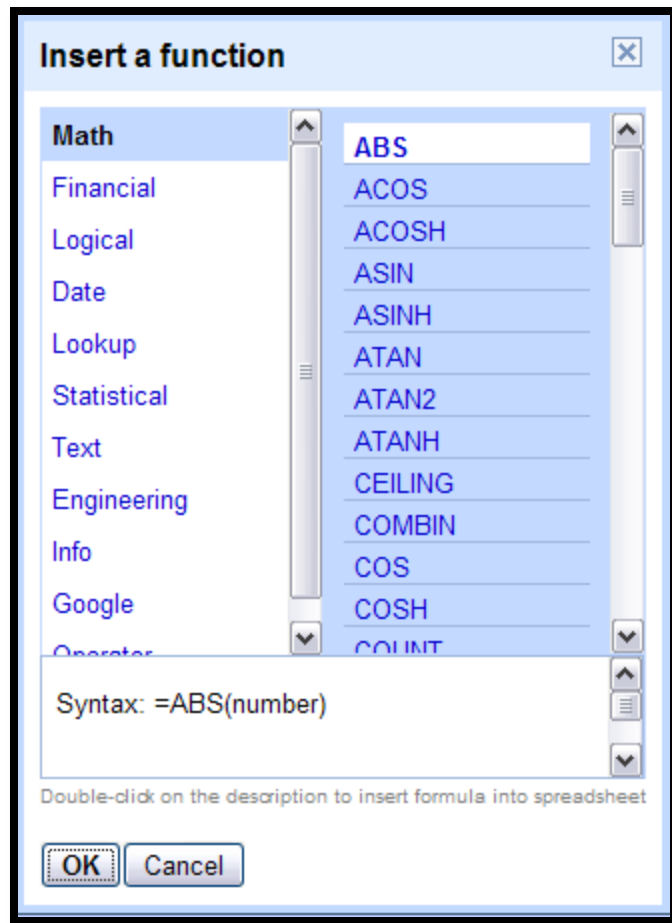
User Interface

Using Spreadsheet

- Click in cells to enter data

- Use menus and toolbars to formatting

- Bring images and gadgets from Insert menu

- Right-click menu is limited

| Cut |
| Copy |
| Paste |
| Insert comment |
| Clear comments |
| Clear selection |
| Change colors with rules... |
| Validate data... |
| Search the Web... |
| Insert Gadget... |
| Find and replace... |
| Define named range... |

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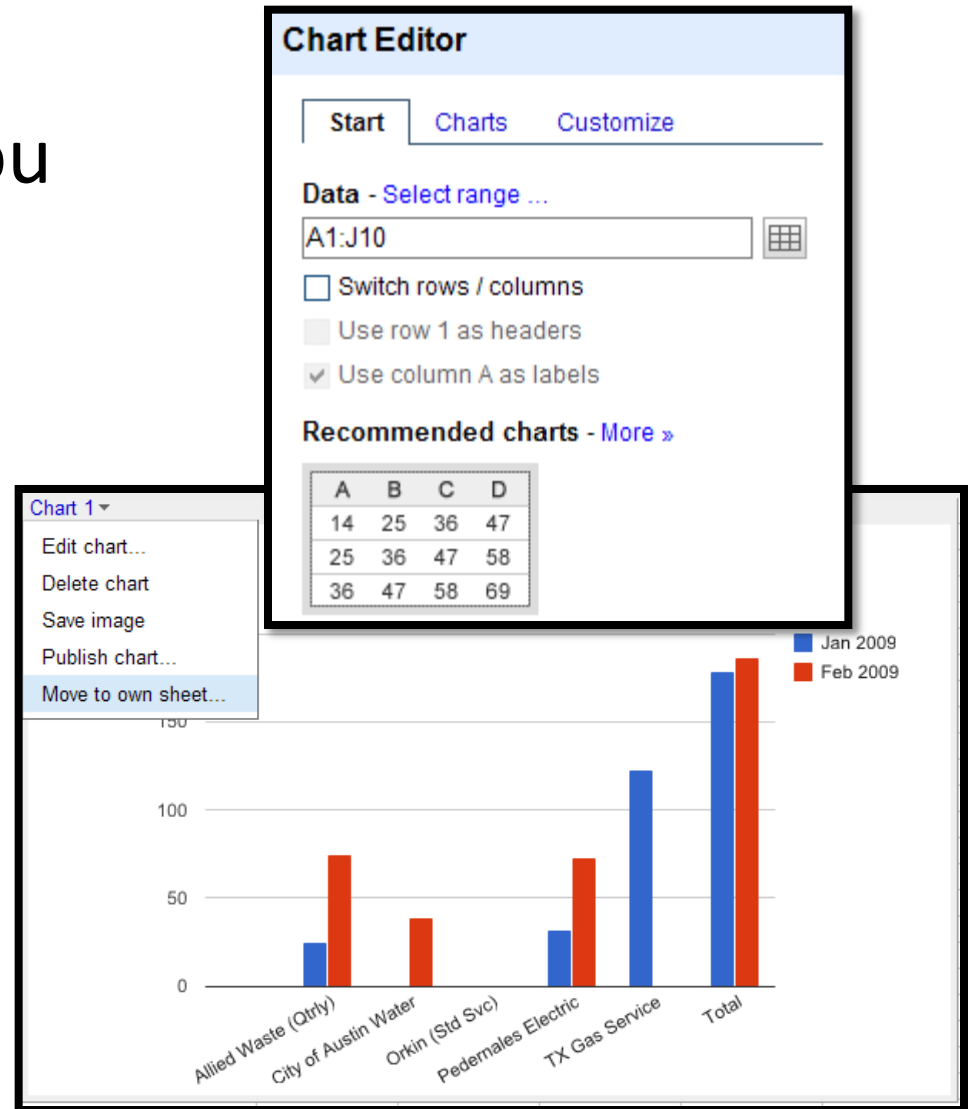
Calculations

- Type in formulas

- Use the Function editor

- Show / Hide formulas at will
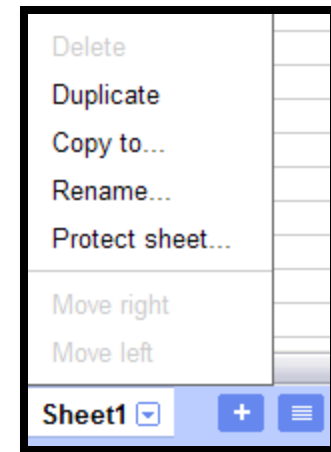
Creating Graphs / Charts

- Chart editor walks you through the process

- Chart can be altered any time

Working with Multiple Sheets

- Sheet selector in the lower left

- Allows Monthly data to be on separate sheets but all available in same file for cumulative calculations

- Show all option

- Duplicate layout / content of a sheet
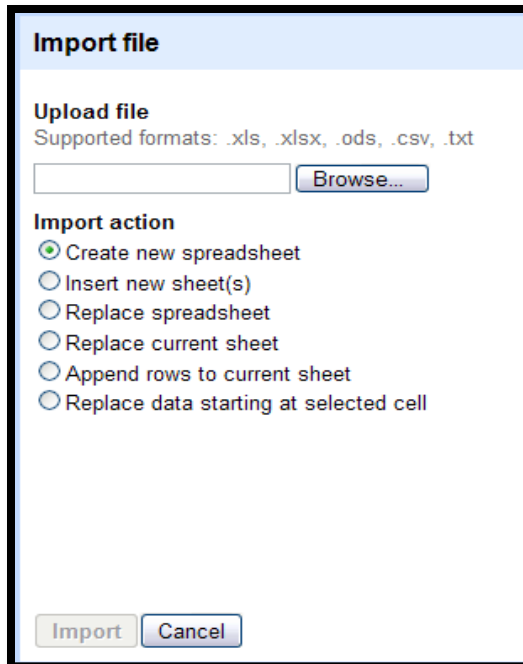
Miscellaneous Tidbits

- Auto-saving is not automatically turned on.

- Fill tool does not work the same as Excel.

- Revision history is available.

- Lock the spreadsheet.

- Templates are available.
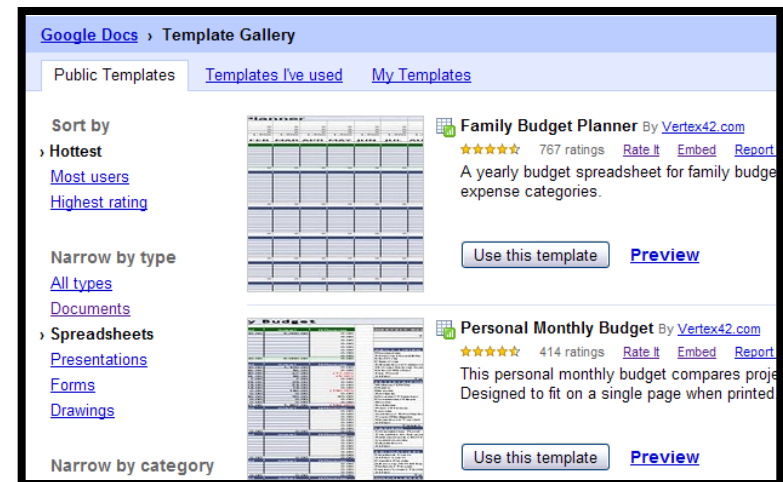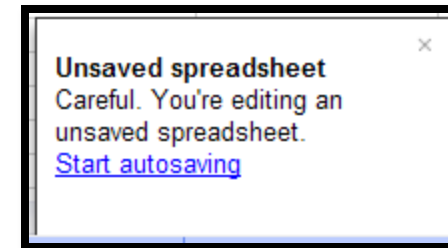
Using Existing Data

- File, Import – bring file into existing file
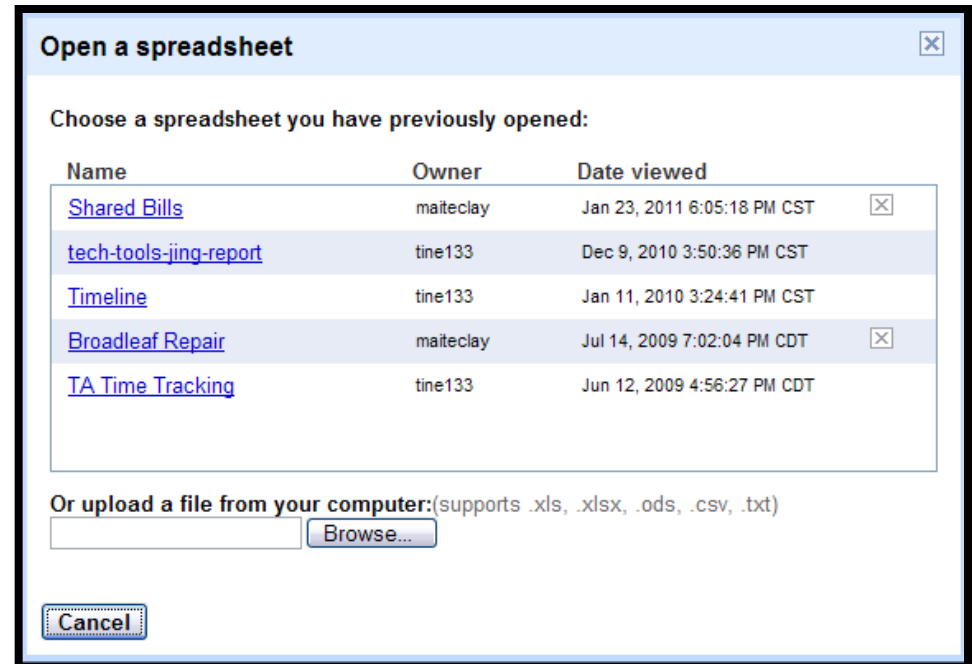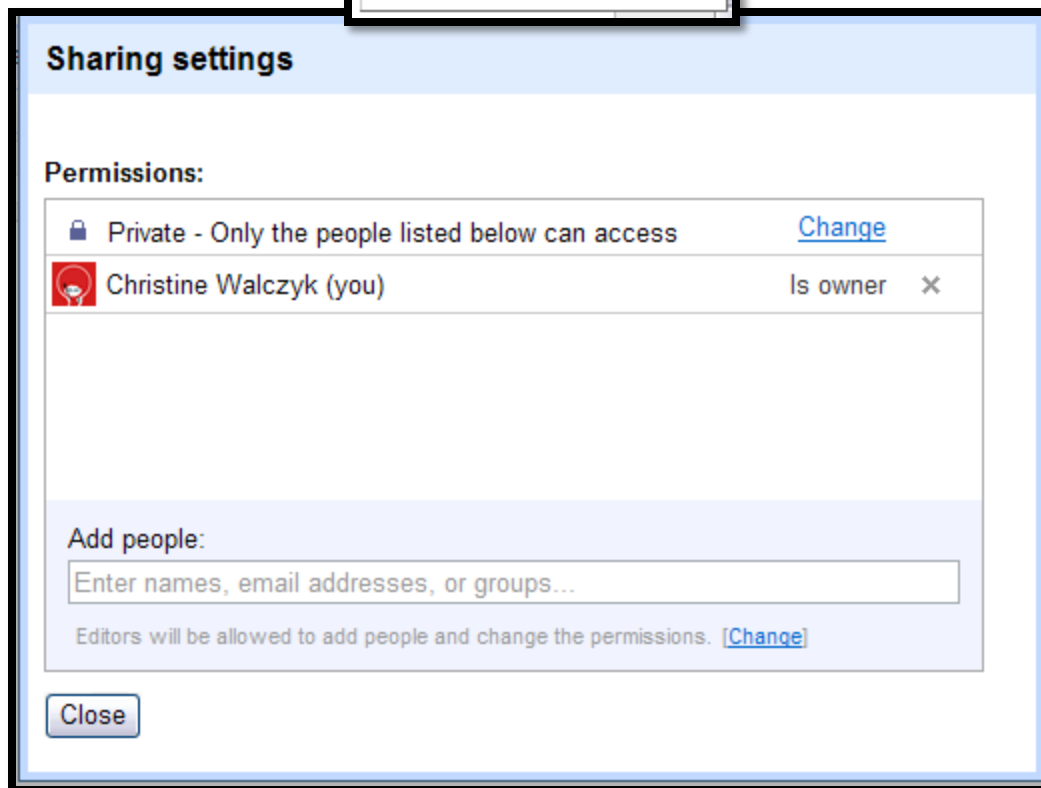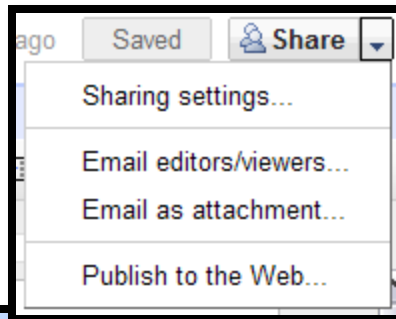
- File, Open – bring in entire file

Backing up / Sharing data

- Use File, Download as to save your spreadsheet to a local file

- Choose the correct file type
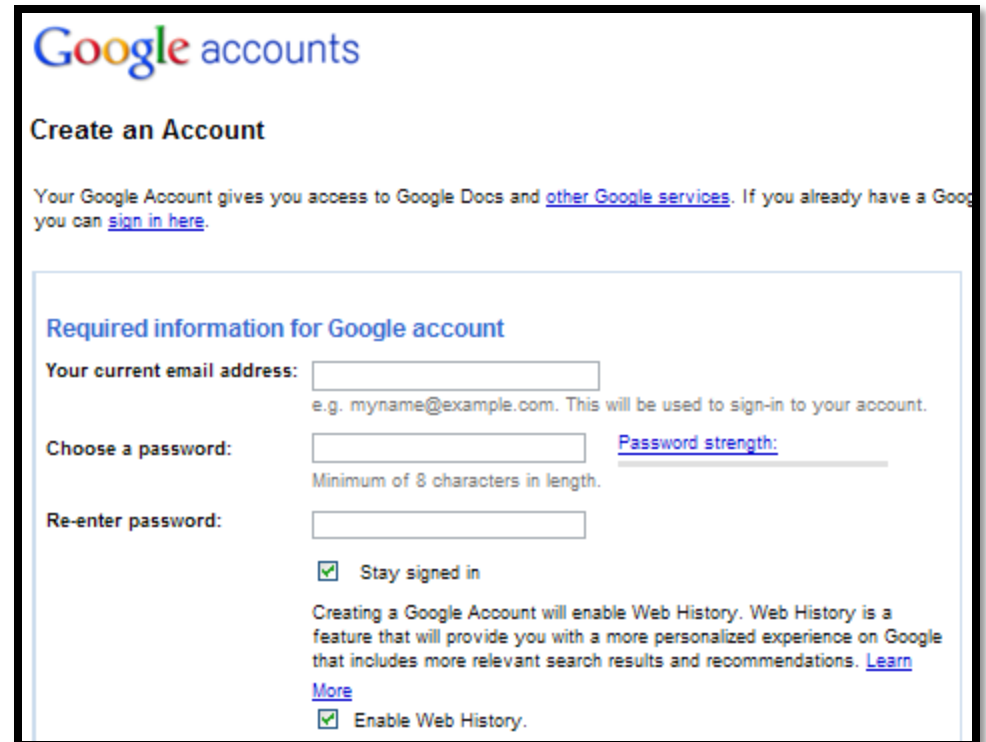
- Can save as PDF
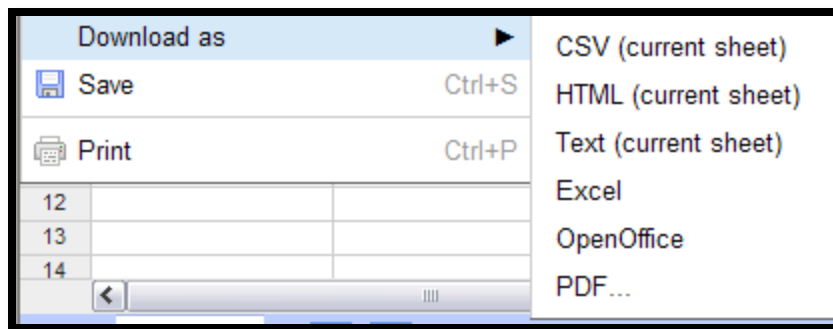
How to Share

- Private
  - Others must login to share your documents
- Link
  - Anyone who has a link to your doc can work with your doc
- Public
  - Anyone can work with your document
- 2 levels
  - Editor
  - Viewer

Setting up your account

- Google Account required

- Gmail Account not required

Size limits

- **From Google Docs Help**: 400,000 cells, with a maximum of 256 columns per sheet. Uploaded spreadsheet files that are converted to Google spreadsheets format can't be larger than 20MB, and need to be under 400,000 cells and 256 columns/sheet.

- Total FREE storage space: 1GB

What about Privacy

- Default – everything is private

- Privacy is controlled by how you share your files

- Terms of Service – "right to reproduce"

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Helpful Information

- Google Spreadsheet Help Files -- http://docs.google.com/support/bin/topic.py?topic=15115

- Spreadsheet Getting Started Guide in Help – http://docs.google.com/support/bin/static.py?hl=en&page=guide.cs&guide=20322

- Google's explanation of Terms of Service -- http://docs.google.com/support/bin/answer.py?hl=en&answer=82366

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Next week…

Drawing and Forms!!

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Answers to Webinar Q & A

Question	Answer
In Google Docs you can create forms (like surveys). The answer to your survey appears in a spreadsheet format. I was wondering if by creating a chart from the spreadsheet information - would that mess up the survey side of the form?	No, it will not mess up your survey (form) if you build a chart off your results. However, a good precaution, is to have a backup (pristine copy) of your survey results spreadsheet before using the data. I know how important data integrity can be to a study!

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